



City of San Antonio

ADDENDUM I

SUBJECT: Request for Qualifications for License of Sports Field at Stinson Park, (RFQ 16-104, RFx 6100008013), Scheduled to Close: Monday, October 3, 2016; Date of Issue: Thursday, September 1, 2016

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: September 19, 2016

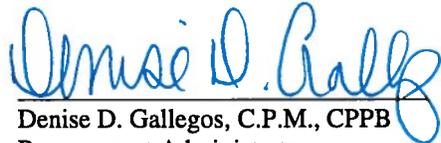
THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Tuesday, September 13, 2016, the City of San Antonio, Parks and Recreation Department hosted a Pre-Submittal Conference to provide information and clarification for Request for Qualifications for License of Sports Field at Stinson Park. Below is a list of questions that were asked at the pre-submittal conference and site visit. The City's official response to questions asked is as follows:

- Question 1: Is it normal to post the Request for Qualifications solicitation on the City of San Antonio website?
Response: The City's procurement practice is to release solicitations through our SAePS procurement portal. Additionally, as in this case, Departments may elect to release solicitations both through the portal and via the City of San Antonio website.
- Question 2: Did the requesting department give the Purchasing Division a list of non-profits to notify that the RFQ was released? If so, how many were on the list and is the list available for the public to view?
Response: Yes, the Purchasing Division was provided a list from Parks Department of potential respondents for this RFQ. Thirteen potential respondents received direct communication from the City of San Antonio. The outreach list may be released through an Open Records Request.
- Question 3: Will there be a panel interview?
Response: This has not been established at this time. It is at the discretion of the Parks and Recreation Department whether to conduct panel interviews.
- Question 4: Why is the solicitation only a month?
Response: It is City's standard procurement practice to issue discretionary solicitations for a 30-day solicitation period.
- Question 5: Can the RFQ deadline be extended?
Response: At this time, the RFQ deadline will not be extended.
- Question 6: When will the award be approved by City Council?
Response: It is anticipated that this agreement will be presented to City Council for consideration and approval before the Thanksgiving holiday; however, this timeline is subject to change.
- Question 7: Will current users of the field be asked to vacate the premises before the end of their current season?
Response: Current users of the field will be permitted to finish their season.
- Question 8: Will personal relationships with the City Councilmember's Office influence who is awarded the license agreement?
Response: The RFQ evaluation committee will evaluate all submitted proposals based upon the scoring guidelines as identified in the RFQ and will subsequently make a recommendation for award. City Councilmembers will not participate on the RFQ evaluation committee.

- Question 9: How did the field become available?
Response: The previous licensee's agreement for use, maintenance and improvement of the field was not renewed.
- Question 10: Does the air conditioning unit in the concession stand still work?
Response: The air conditioning unit may require service. Any necessary repairs will be performed by the City.
- Question 11: Can we post sponsorship boards?
Response: Temporary signs used for sponsorship recognition may be installed with prior City approval of the design. Sponsorship signs must not be legible from the entrance or street.
- Question 12: Does the tree line around the entire perimeter of the property serve as the boundary of the licensed premises?
Response: Yes. Per Section 003, Background, Description located on page three (3) of the RFQ, the boundaries of the licensed premises extend to the adjacent tree line.
- Question 13: My sports league is part of a national non-profit sports organization. Does my league need to be registered separately as a non-profit entity?
Response: Yes. Each responding organization to this RFQ must provide proof that their individual organization is currently registered as a non-profit organization with the Texas Secretary of State or must provide documentation from the Texas Secretary of State that an application for registration as a non-profit organization has been received. For more information on how to register as a non-profit organization, please visit the Texas Secretary of State's web page at: http://www.sos.state.tx.us/corp/nonprofit_org.shtml.
- Question 14: Do I need to submit a new Disclosure of Interested Parties Form 1295 if I did one in the past? Does it have to be notarized again?
Response: Yes. A new Disclosure of Interested Parties Form 1295 must be completed, signed in front of a notary and submitted with your response to this solicitation.



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Finance Department – Purchasing Division